



NORMAN ROCKWELL MUSICAL 2019

Information and Registration

Norman Rockwell PTA in partnership with Youth Theatre Northwest (YTN) and parents will present, *Beauty and The Beast J.*, on Saturday, April 20, 2019.

REGISTRATION

- Rockwell 4th and 5th grade students are eligible to register.
- Limited to 50 cast members, first come, first served – ***based on the Registration email timestamp.***
- **IMPORTANT!** Registration **WILL NOT BE ACCEPTED** prior to ***Friday, February 1st at 8am.*** Any registration packets for students submitted prior to this time will be placed at the end of the waiting list. No exceptions.
- Deadline for submitting registration is ***Friday, February 8th at 1:30 p.m.***
- Registration checklist:
 - ✓ Complete these forms: Registration, Cast Member Conflicts/Terms of Agreement, Parent Volunteer Committees
 - ✓ Attach student headshot
 - ✓ Attach an \$85 check for registration fee (or note that a scholarship has been requested). ***Checks are payable to: Norman Rockwell PTA. *Scholarships available***
 - ✓ Email the completed forms, picture of the check and student headshot to: musical@normanrockwellpta.org to be added to parent communications and to receive your registration confirmation. Checks will be physically collected at the parent meeting.
- All pieces of registration noted above must be included in your registration packet in order for your registration to be complete. If your registration packet is incomplete, you will be notified, and your student will not receive a place on the cast list until the packet is complete.

CAST MEMBER RESPONSIBILITY

- Follow all school and theater rules
- Know your weekly rehearsal schedule and how you are getting home
- **Practice** at home, **practice** during Spring Break
- Bring to every rehearsal: **script, pencil, water bottle, and snack.**
- Pull up hair off shoulders for rehearsals to prevent the spread of critters.
- Take care of your body and voice, drink plenty of water – the cast is counting on you being healthy!

*If you would like to request a scholarship, please contact kbauer@lwsd.org



PARENT COMMITMENT

- Before registering, confirm the rehearsal calendar. **Mandatory rehearsals are mandatory.**
- Disclose your cast member's one-time and recurring rehearsal conflicts. ([Cast Member Conflicts](#))
- Sign up and follow through for **1 volunteer committee**. ([Parent Volunteer Committee Form](#))
- Sign up online to **chaperone 2 rehearsals/performances**. Arrive a few minutes early. (Sign-up form will be forthcoming).
- Must be an approved LWSD Volunteer [LWSD Volunteer Application](#)
- Must be a paid PTA member. [PTA Registration](#). ***Scholarships available**
- Attend the **mandatory parent meeting**, (chaperoning policies, audition sign ups and tips, your committee). You may send a delegate, but please communicate this with the producers in advance: musical@normanrockwellpta.org.
- Call a Producer if your cast member is sick and did not attend school, or if your cast member has a conflict not noted on the Conflict Calendars
- Inform your cast member of the weekly rehearsal schedule.
- Make arrangements for on-time pick up from rehearsals. We commit to end on time.

ROCKWELL MUSICAL 2019 CALENDAR

FEBRUARY

Feb.8	REGISTRATION DEADLINE cast is limited to the first 50 students, or 1:30 p.m. final deadline	
Feb. 19 and 21 3:30 – 5:00 p.m	AUDITION (30-mins, small groups) and CALL-BACKS	<i>School Main Entrance (Gather and Pick-up)</i>
Feb 20, 2:00-3:30	Sign-up forthcoming	
Feb. 25	REHEARSAL Script read through (ALL)	<i>Rockwell Library</i>
Feb. 25 7:00-8:00 p.m.	MANDATORY PARENT MEETING	<i>Rockwell Library</i>
Feb. 26 – 28	REHEARSAL (CALL TIMES) T, Th @ 3:30-5:45 p.m. W 2/27 @ 2:00-4:15 p.m.	<i>Rockwell Library</i>

*If you would like to request a scholarship, please contact kbauer@lwsd.org



MARCH

March 1-28	REHEARSAL (CALL TIMES) M, T, Th @ 3:30-5:45 p.m. W 3/6, 3/13, 3/20, 3/27 @ 2:00-4:15 p.m.	<i>Rockwell Library</i>
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APRIL

April 1-15	REHEARSAL (ALL) M, T, Th @ 3:30-5:45 p.m. W 4/3 @ 2:00-4:15 p.m.	<i>Rockwell Library</i>
April 8 – 12	LWSD SPRING BREAK – NO REHEARSAL	
April 15, 16, 17, 18, 19	MANDATORY EVENING REHEARSAL (ALL) M, T, Th, F @ 5:00-8:00 p.m. W @ 2:00-4:15p.m.	<i>Redmond Performing Arts Center</i>
April 20	PERFORMANCE DAY Saturday @ 11:30-9:30 p.m. CALL TIMES between 12:00 p.m.–1:00 p.m. MATINEE PERFORMANCE 2:00 p.m. (ALL) EVENING PERFORMANCE 6:00 p.m. (ALL)	<i>Redmond Performing Arts Center</i>
April 26	CAST DINNER PARTY @ 6:00-7:30 p.m.	<i>Rockwell Gym</i>



REGISTRATION FORM

Student Information		
Student Name (Last, First)		Grade:
Street Address:		City: Zip:
Height:	Hair Color: Eye Color:	
Date of Birth (Mo/Day/Yr)	Check one: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Shirt Size (Sm/Med/LG): Youth _____ Adult _____	Pant Size (Sm/Med/LG): Youth _____ Adult _____	
Parent Information		
Parent/Guardian #1 (Primary contact for communication)		
Parent Name (Last, First)	<input type="checkbox"/> Mother <input type="checkbox"/> Stepmother <input type="checkbox"/> Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Other	Cell: Home: Work:
Email address:		
Address:		
Parent/Guardian #2		
Parent Name (Last, First)	<input type="checkbox"/> Mother <input type="checkbox"/> Stepmother <input type="checkbox"/> Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Other	Cell: Home: Work:
Email address:		
Address (if different from above):		
Performance experience, awards, classes, etc. (or attach resume)		
Please list any special skills or interest that you have (play a musical instrument, juggling, gymnastics, etc)		
Please list any food allergies or important information		



CAST MEMBER CONFLICTS

YTN allows no more than 2 excused absences. Directors will do their best to schedule around conflicts whenever possible. Please note all dates and times of one-time and recurring rehearsal conflicts, including late arrivals and early departures.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3:30 – 5:45 p.m.	3:30 – 5:45 p.m.	2:00 – 4:15 p.m.	3:30 – 5:45 p.m.

My cast member is a member of afternoon safety patrol



TERMS OF AGREEMENT

PHOTOGRAPHY AND PERFORMANCE VIDEO

In the course of participating in the Norman Rockwell Musical, *BEAUTY AND THE BEAST JR*, cast members will be photographed and videotaped by volunteers and professionals. By signing this agreement, you agree to have your cast member photographed and videotaped.

- The photographs will be displayed on a website, accessible with a password by cast member families.
- Select images will be used for promotional materials displayed at Norman Rockwell and Redmond Performing Arts Center, and will be used in the school yearbook.
- A video DVD of the performance will be available for purchase.

CAST MEMBER REHEARSAL SIGN-OUT

Norman Rockwell PTA does not assume responsibility for your cast member once checked out at the end of rehearsal. It is the parents' responsibility to ensure their cast member has a safe plan for getting home. By signing this agreement, you agree to these terms.

SPECIAL NEEDS

It is important the Producer is made aware of cast member special needs, disabilities, or emotional or behavioral issues. Please notify Elaine Bentzinger, events@normanrockwellpta.org, to ensure accommodations and/or the best experience for your cast member.

PARENT VOLUNTEERING

The musical would not be possible without cooperation and involvement from parents. Each family is required to provide 1 adult committee volunteer and chaperone 2 rehearsals.

I agree to the terms of participation

Parent/Guardian Signature

Date



PARENT VOLUNTEER COMMITTEE FORM

Parent Name:

Phone #, email:

Student Name:

Rank the top 2 committees for which you'd like to volunteer, and check the box if you'd be willing to Chair the volunteer committee.

Top 2	COMMITTEE	DESCRIPTION
	PUBLICITY <input type="checkbox"/> CHAIR OPEN	Generates awareness and interest to drive ticket sales. Coordinates with Student Council on school posters, reader boards, Bugle newsletter, Facebook, school assemblies, and school announcements.
	PROGRAMS <input type="checkbox"/> CHAIR OPEN	Collects cast member bios, photos from Photographer, and writes program guide content. Sells local advertising spots for program. Prints and distributes program to the audience at performances (April 20).
	TICKETS <input checked="" type="checkbox"/> Becky Watson	Designs student and staff ticket order forms, fulfills online orders, sells and distributes tickets (Pre-Sales, At-the-door)
	CONCESSIONS <input type="checkbox"/> CHAIR OPEN	Purchases and resells concessions on performance day (April 20).
	STAR GRAMS <input type="checkbox"/> CHAIR OPEN	Designs and prints cards, purchases gift items and envelopes, sells Star Grams on performance day (April 20). Distributes envelopes to cast members after evening performance.
	COSTUMES <input type="checkbox"/> CHAIR OPEN	Organizes costume fitting; edits, fits and supplements costumes; and manages costumes during dress rehearsal and performances.
	SETS & PROPS <input type="checkbox"/> CHAIR OPEN	Arranges for pick up and drop off of sets and props between YTN warehouse and RPAC. With Director approval, supplements. Manages prop tables backstage during RPAC tech week and performances.
	MAKEUP <input type="checkbox"/> CHAIR OPEN	Develops and distributes makeup checklist. Applies makeup beyond basic, and applies/checks makeup of cast members for dress rehearsal and performances. (April 19-20)
	CAST PARTY <input type="checkbox"/> CHAIR OPEN	Coordinates delivery, service and cleanup of cast dinner party and program. Friday, April 26 5:30-7:00 p.m. in the Rockwell Gym.
	PHOTOGRAPHY & VIDEO <input type="checkbox"/> CHAIR OPEN	Identify photographer to take photos for program head shots as well as during rehearsals and performance. Identify videographer for performance day (practice run during tech week). Determine feasibility of video in the RPAC (audio volume is a challenge).